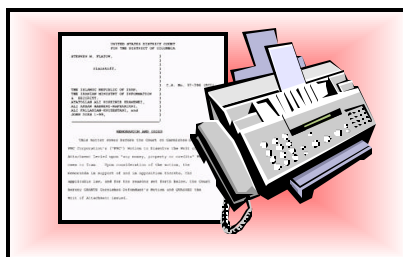




# Clerk's Office

333 Constitution Avenue, NW  
Washington, DC 20001

## Fax Back Program



The Clerk's Office of the United States District Court for the District of Columbia implemented a new service to provide timely delivery of orders, judgments, and notices via fax to attorneys. Attorneys now have the option of receiving court orders, judgments, and notices on the day they are issued or the next day rather than using conventional mail or having to pay a messenger to pick them up at the courthouse.

To participate in the Fax Back Program, attorneys must sign an authorization form allowing the Clerk's Office to send documents by fax instead of using conventional mail service as required by the rules. To date, 5,000 attorneys participate in the program.

The Fax Back Program is fast, efficient, and dependable. The Clerk's Office generates a report confirming receipt of all electronic documents by participating attorneys. If confirmation is not possible, the documents will be sent automatically to the attorney by conventional mail the following business day. The program is currently available to attorneys involved in civil cases and will soon be expanded to include criminal cases.

For more information, contact:

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